

Dear Moultonborough Restaurant Owner:

This email is to let you know that if you are considering outdoor seating as a result of the Governor's Stay at Home 2.0 Order, there are a few things that you'll need to agree to, and also to do. First, you will have to contact me to request Town authorization to have outdoor seating; an email will do. Then I will send you an authorization email or letter that looks like the following:

You are authorized to have temporary outdoor seating with the following conditions:

1. That you confirm in writing (email is okay) that you will abide by the conditions below. This authorization will NOT be valid if you do not do this step.
2. This outdoor seating shall be temporary in nature and shall cease once the pandemic emergency is over. This temporary use authorization shall not be construed as an amendment to your approved site plan.
3. Contact the Fire Chief to ascertain whether you need an amended Assembly permit or occupancy permit (dependent on your outdoor seating/covering plan) and copy the Land Use Dept. on the answer from the Chief.
4. Obtain an amended Liquor License.
5. Follow the requirements in the Moultonborough Zoning Ordinance, Article VI, F. (5) on p. 24 at https://www.moultonboroughnh.gov/sites/moultonboroughnh/files/uploads/zoning_ordinance_2020_final_adopted_03-10-2020.pdf for any temporary lighting employed.
6. Follow the Consumer Protection Guidelines contained in the Stay at Home 2.0 for the Food Service Industry order dated May 1, 2020, attached to this email.
7. If your outdoor seating will be in a parking area, cone and rope the area off for safety. Please provide a sketch of where the outdoor seating will be located.
8. Be a good neighbor regarding noise and hours of operation.

Each restaurant serving alcohol will need to send an email to <mailto:reopen@liquor.nh.gov> and state that you will be serving food and alcohol outdoors in compliance with the Governor's order. You should receive an automatic response telling you to contact the town. The auto response is not running correctly yet, but they hope it will be soon. For now, they are responding as quickly as they can. Once you receive the Town's authorization, you may forward that authorization to the Liquor Commission using the address above when seeking an amended License (which may reduce the wait time to obtain it).

If you are seeking information regarding outdoor seating under tents, please see the following information from the NH State Fire Marshal's Office:

Tents:

1. Obtain local permits if required
2. Install tent in accordance with manufacturer's instructions and SFMO checklist: <https://www.nh.gov/safety/divisions/firesafety/documents/TentInspectionChecklist.pdf>
3. Tents **shall not have sides** (overhead cover only)
4. Complete required local inspections
5. Obtain Place of Assembly permit as needed from the local Fire Department. Permit will be based on State Fire Code occupant load numbers and not reduced COVID seating/social distancing. Reduced capacity to be determined by the restaurant based on the orders of the Governor and Health and Human Services.

If you need further assistance please contact the Fire Chief, Dave Bengtson at dbengtson@moultonboroughnh.gov or Deputy Fire Marshal Sean Toomey at the NH State Fire Marshal's Office at 223-4289 or at Sean.Toomey@dos.nh.gov.

The Land Use Department, Code and Compliance Officer and the Fire Department are available to assist you when you need it, so please call or email if you have any questions, most of all, best of luck.

V/r

Bruce W. Woodruff

Interim Town Planner

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